



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13-036**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** **EMK-LE Staff Program Manager, FSN-8; FP-6**  
(Salary approx. Tk. 56,000 per month)

**OPENING DATE:** July 01, 2013

**CLOSING DATE:** July 15, 2013 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **EMK-LE Staff Program Manager** for the Edward M. Kennedy Center for Public Service and the Arts (EMK Center) of the Public Affairs Section (PAS) at the American Center.

**BASIC FUNCTION:** The incumbent will strategize, develop, coordinate and evaluate public diplomacy programs and presentations for the EMK Center, under the supervision of the Cultural Affairs Officer (CAO) for Programs and Outreach, and in consultation with the American Center's LE Staff Cultural Affairs Specialist/Senior Advisor for Programs. The individual will work with



the EMK Center Director and Creative Director and the Liberation War Museum (LWM) Trustees on a daily basis to ensure alignment of the American Center and EMK Center initiatives.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ The LE Staff Program Manager will formulate, develop, and implement small to large public service and cultural-themed programs at the EMK Center that fulfill Mission, PAS and EMK goals tied to creating a more peaceful, secure, prosperous, healthy, and democratic Bangladesh and strengthening U.S.-Bangladesh relations. Thematic programs will be held on a daily, weekly, and monthly-recurring basis. Programs will be wide ranging, and include leadership workshops, lectures, monthly think-tank discussions, cultural performances, etc. Manager will coordinate the programs' logistical details with the EMK Center and co-sponsoring institutions, and create guest lists.
- ✚ The program Manager will create thematic social entrepreneurship events and partnerships and panel discussions featuring PAS grantees and State Exchange Alumni for different Bangladeshi audiences, university students and professionals working on various issues. S/he will present the program idea to CAO for clearance. Upon approval, the LE Staff Manager will work with PAS grantees and State Exchange Alumni to determine panel discussants and develop talking points related to young people working on thematic issues in Bangladesh. Manager will coordinate with LE Staff Senior Cultural Affairs Specialist to determine the budget available to produce the program's handouts and other materials (i.e. pamphlets, banners, promotional materials, and supply refreshments). Manager will instruct EMK staff on program material's requirements regarding branding and text. In the event of Ambassadorial and/or other high level attendance, Manager will draft the scene setter and talking points for the official's remarks for CAO's clearance. Manager will work with EMK Center Staff to develop targeted guest lists that build Mission and PAS connections. After the event, Manager will draft a report on the program, highlighting key points made by discussants and audience members and recommend PAS action items for CAO clearance.
- ✚ LE Staff Manager will also work with CAO and LE Staff Senior Cultural Affairs Specialist on coordinating programs generated by EMK sub-grants. Manager will determine themes based on Mission, PAS and EMK



goals for sub-grant competitions. S/he will solicit proposals through a variety of media, review proposals, interview applicants, and select proposals in coordination with CAO, LE Staff Senior Cultural Affairs Specialist, and EMK Staff. Further responsibilities include managing day-to-day sub-grant logistics, supervision over EMK grantee's program implementation, troubleshooting and reporting.

- ✚ LE Staff Manager will receive and coordinate requests submitted by Mission and PAS contacts who wish to use the EMK Center for an event or request EMK Center small grant funding. S/he will advise CAO and other Embassy sections on program-related issues. S/he will summarize event requests and recommend to CAO which requests to follow up on based upon the request's ability to further Mission goals. Following CAO approval, the Manager will coordinate all necessary logistics with the EMK staff. Regarding solicited and unsolicited funding proposals, Manager will prepare a written summary of the proposal's narrative and budget and discuss with CAO and LE Staff Senior Cultural Affairs Specialist for funding consideration.
- ✚ EMK Center grant rules require quarterly programming and financial reports. For programming reports, Manager will draft a summary of events held at EMK for CAO clearance. Summary will state program themes, audience sizes, and notable participants. The summary will not be an event-by-event list. Rather, the Manager will write a compelling narrative that persuades its reader how the EMK Center is fulfilling Mission goals and engaging diverse audiences. In addition, Manager will prepare Mission Activity Tracker (MAT) reports of all EMK programs and prepare Official Informal (OI) reports for CAO's clearance.
- ✚ For financial reports, under the supervision of the LE Staff Cultural Affairs Specialist, Manager will track and maintain a cuff account for the various grants that fund EMK Center programming. Manager will also coordinate with the LE Staff Cultural Affairs Specialist and PAS financial assistant to prepare and consolidate EMK accounting process with grant reporting process for the quarterly reports. Budget line items include construction, utilities, staffing, and programming costs. CAO will clear the report and submit to Washington.
- ✚ EMK Center programming will rely heavily on corporate donations. The LE Staff Manager will identify potential donors to support EMK Center programming by networking with participants at EMK and Mission events. CAO will follow up with contacts based on Manager's



recommendations. Manager will also draft written correspondence to potential donors for CAO clearance.

- ✚ The individual will frequently work after hours and on weekends in support of EMK programs.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Bachelor's Degree in the Arts, Business, Communication, English, or Social Science required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Three-to-five years of progressively responsible experience in international organizations, NGOs, think tanks, media or cultural organizations. Experience with planning and organizing seminars, programs and workshops is required. Knowledge of current social media trends and opportunities in Bangladesh required. Public speaking, public relations and media outreach experience is required. Grant proposal and budgeting writing, and project management and evaluation experience is required.
- 4. Knowledge:** Incumbent needs generalist background to manage a wide variety of programs and projects. Knowledge of how to manage a wide variety of programs and projects. Knowledge of academic, cultural, civil society, media and religious sectors is required. Must be able to build and maintain contacts with cultural and government institutions to facilitate programs. An extensive range of local contacts and networks will be considered very helpful.
- 5. Skills and Abilities:** Ability to design, execute, and evaluate innovative and effective public educational or informational programs in fulfillment of Embassy Dhaka's goals is required. Computer skills are required.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application.

**Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.**



When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

#### [Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.



**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.** Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

**DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to



natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and



- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).





**CLOSING DATE FOR THIS POSITION: July 15, 2013**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

PAO: x

FMO: x